



DESIGN



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**STATE PRINTING CENTER + CENTRAL MAIL SERVICES**

4720 SCRUGGS STATION ROAD, JEFFERSON CITY, MO 65109

P: 573.751.3307 MOPRINTMAIL.MO.GOV

# REQUEST

**CUSTOMER INFORMATION**

CONTACT PERSON

ADDRESS

ROOM NUMBER

CITY

STATE

ZIP

DEPARTMENT

DIVISION

SECTION/PROGRAM

TELEPHONE NUMBER

AUTHORIZED BY

EMAIL ADDRESS

**ESTIMATE** (GOOD FOR 30 DAYS AT THE QUANTITY SHOWN)

GIVEN BY / ESTIMATE NUMBER

DATE

ESTIMATE AMOUNT

QUANTITY

**DELIVERY INFORMATION**☐ DELIVER

ORGANIZATION NAME

☐ SHIP

CONTACT PERSON

☐ PICK-UP

ADDRESS

ROOM NUMBER

CITY

STATE

ZIP

NO. OF BOXES

SIGNATURE

**X**

DATE

DELIVERY INSTRUCTIONS

DATE DELIVERED

DELIVERED BY (COMPLETED BY SPC+CMS)

3/2020

**JOB SPECIFICATIONS**

SPC+CMS CUSTOMER CODE

JOB NUMBER (COMPLETED BY SPC+CMS)

AGENCY PO NUMBER

FORM #, LIT #, DOC # (IF APPLICABLE)

DOCUMENT TITLE

DATE SUBMITTED

DATE REQUIRED

TYPE OF JOB

☐ NEW ☐ REVISED ☐ EXACT REPRINT

PREVIOUS JOB NUMBER

☐ BUSINESS CARDS – QUANTITY ☐ 250 ☐ 500 ☐ 1000☐ GRAPHIC DESIGN REQUESTED☐ FILLABLE PDF

SENDING DOCUMENT FILES BY

☐ EMAIL ☐ FLASH DRIVE ☐ MOFTP ☐ CD ☐ \_\_\_\_\_

NUMBER OF PAGES

TOTAL NO. OF FINISHED PIECES

FINISHED SIZE

☐ 1-SIDED ☐ 2-SIDED ☐ B & W ☐ COLOR ☐ BLEED☐ SHRINK WRAP ☐ HOLE PUNCH ☐ PAD ☐ BIND ☐ MAIL  
(SPECIFY DETAILS BELOW IN THE JOB DESCRIPTION)**I NEED TO SEE A PROOF BEFORE  
THE JOB GOES TO PRODUCTION**☐ PDF PROOF☐ PAPER PROOF

JOB DESCRIPTION

FUND

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OBJ / SUB

REPT CAT

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